

VTrans PDD Local Transportation Facilities Section Annual Report January 2014



The mission of the Local Transportation Facilities (LTF) Section is that of the Agency of Transportation as a whole, to provide for the safe movement of people and goods in a reliable, cost-effective and environmentally responsible manner. However, our primary focus is working with local communities to develop federal-aid projects through local project management with oversight and guidance from LTF staff. The types of projects developed within LTF vary and include projects within the following programs: Bicycle and Pedestrian, Park & Ride Program, Transportation Alternatives Program, Roadway, Safety and Traffic Operations, Rail/ State Highway Bridge, Town Highway Bridge, Multi-Modal and Municipal Mitigation.

HIGHLIGHTS OF THE YEAR

Development and use of Project Commitment Form – with the goal of laying out expectations with municipalities for expeditiously advancing projects, we developed a commitment form that municipalities sign which outlines goals of completion of scoping studies in 2 years and construction projects in 4 years. Our local partners agree to a number of items, including the expeditious advancement of the project and regular communication regarding progress and schedule.

The new federal transportation bill, MAP-21, eliminated the Transportation Enhancement Program and replaced it with another program, Transportation Alternatives. This past year staff spent time further clarifying the changes to the program and rewrote the scoring criteria used by the Transportation Alternatives Grant Committee that selects projects through a competitive process to better meet different project types.

Competitive selection of new projects for funding through the Bicycle and Pedestrian Program, which has an increased funding level.

Staff participated in the Strategic Highway Safety Plan re-write.

A survey was developed and then an assessment completed for the Agency's ADA Transition Plan for all state-owned Park & Ride facilities. A summary of findings is available.

Internal guidance was developed for LTF staff to ensure that all staff has access to common and consistent information.

Advanced the Middlebury WCRS(23) project so that negotiations have commenced to bring on board one of the first Construction Manager General Contractors (CMGC) in Vermont; CMGC is one of FHWA's Everyday Counts Initiatives for alternative contracting.

FHWA has an annual program for assessing compliance with federal requirements. Once again, this past year's site reviews from FHWA on their Compliance Assessment Program were successful and no major areas of improvement were noted.

Some project highlights – this past year saw a number of projects that had been under development for a long time either begin or be completed. This includes the completion of the Manchester roundabouts, construction startup of improvements to the Lamoille Valley Rail Trail, and the Hartford Bridge Street. In addition, the St. Albans Main Street Project was one of the first TIGER III projects in the nation to be completed.

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Key Performance Indicators

Quality Doctrine KPIS:

Goal: 50% of project PS&E estimates within 10% of low bid

Goal: Deliver 75% of projects with final construction cost within 5% of low bid

Goal: Deliver 85% of projects with substantial completion on or before the original contract completion date



Goal: 50%



Goal 75%



Goal: 85%

Section Management

A number of section initiatives were implemented that included the following:

Internal Guidance – development of “Supervisors’ Guide” detailing project level responsibilities; ideal for new employees to LTF and essential to ensuring that all required process requirements are met for staff

Project Tracking Systems – development of spreadsheets to detail municipalities’ performance with regard to project commitment form for ensuring appropriate follow up as well as project performance during construction

Artemis template – our scheduling template has been revised for locally managed projects to accurately reflect that process and to separate “town” activities and “Agency” activities with the ultimate goal of developing better schedules for local projects

Complete Streets Reporting – all projects that went to construction in 2013 complied with Complete Streets reporting requirements. The majority included complete streets principles in the design; exemptions included a project that was for construction of a gravel road, a few were for scenic byway projects that had scopes of work pre-approved by FHWA and one was for advance construction of a waterline that would have been part of a larger project that is incorporating many complete streets principles.

Professional development / training – every employee within LTF has participated in several training opportunities during 2013. In addition, we have identified “topic” or “area” experts within LTF such as construction, structures, stormwater, etc and have arranged for these employees to coordinate with appropriate sections within VTrans and to pursue training activities in those areas

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File Management - implemented shared email/ project files for access by all LTF staff

Professional Aids - development of structural checklist for appropriate projects

Coordination - continued coordination with Operations on clarifying expectations and respective roles on projects, essential for consistent treatment of municipal projects

Tapered Match Agreements - worked with Finance & Administration and FHWA on developing a process for executing tapered match agreements as required by FHWA and have successfully completed many

Unmet Needs

As is the case with many sections, our project load is significant and new process and other requirements are constantly being added. We have had difficulty with implementing all aspects of our section's Quality Control Plan due to conflicting priorities.

There is a need for enhanced training/ outreach of staff and our customers

Goals For Next Year

- Update the LTF Guidebook for Municipally Managed Projects to include enhanced guidance related to the construction phase, an area of focus of FHWA
- Update Unit Cost Report for Sidewalks and Shared Use Paths
- Update report demonstrating Agency-wide expenditures that benefit bicycle and pedestrian facilities
- Develop training schedule for the next few years for internal staff and our customers
- Have on call/ retainer contracts in place for use by municipalities for local project management, design and construction inspection
- Annual performance evaluations at 100% completion
- Complete municipal survey on LTF staff performance, guidance, etc.
- Development of strategic/ development plan for state-owned park & ride facilities in coordination with Operations and Policy, Planning & Intermodal Development

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Section Statistics

Number of active projects managed within section, through substantial completion. This number will be constantly fluctuating as new projects will be brought into section at least two times/year. Current total = **262**, broken down as follows by program:

➤ Roadway	38
➤ Bicycle & Pedestrian*	84
➤ Enhancements/ Alternatives	85
➤ Park & Ride Program**	36
➤ Safety & Traffic Operations	3
➤ Rail/ State Highway Bridge	1
➤ Town Highway Bridge	2
➤ Multi-Modal	1
➤ Municipal Mitigation	12

New authorizations by phase of project –

➤ Scoping/ Other***	26
➤ Preliminary Engineering	24
➤ Right of Way	18
➤ Construction**	36

Number of projects substantially completed in 2013

➤ Scoping	6
➤ Construction	29

* Includes Safe Routes to School projects

**Includes municipal park and ride projects

***Other can include items such as equipment purchases